



## REQUEST FOR SPECIAL EVENT COVERAGE

This form must be fully completed and returned to Paul Ventura via fax at 718-631-0067 or email [pav@intercityagency.com](mailto:pav@intercityagency.com). If you have any questions please call 718-279-7781.

1. CUNY Contracting Entity: \_\_\_\_\_
2. Applicant: \_\_\_\_\_
3. How is the applicant affiliated with the college?: \_\_\_\_\_  
\_\_\_\_\_
4. Address: \_\_\_\_\_
5. Name of person(s) who will be in charge at the site: \_\_\_\_\_
6. Phone(s): \_\_\_\_\_
7. Facility Requested: \_\_\_\_\_
8. Date(s) & Time: \_\_\_\_\_
9. Description of event (in detail.) Please attach brochures / flyers if available:  
\_\_\_\_\_  
\_\_\_\_\_
10. Admission fee (if any) and the intended purpose of the proceeds: \_\_\_\_\_  
\_\_\_\_\_
11. Anticipated attendance: \_\_\_\_\_ Target Audience: Students: \_\_\_\_\_  
Faculty: \_\_\_\_\_ Other (describe): \_\_\_\_\_
12. Does the outside user carry Liability and Workers Compensation Insurance?:  
\_\_\_\_\_
13. Will the event be advertised?: \_\_\_\_\_ If so, how?: \_\_\_\_\_  
Copy of any form of advertising (radio, flyer, other) must be attached.
14. Will food and beverages be served?: \_\_\_\_\_

\*No coverage is bound until confirmed by Intercity Agency, Inc. in writing.